

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814

July 11, 2003

**TO: FAMILY CHILD CARE HOME LICENSEES**

*Original signed by Melissa Miller*  
**FROM:** MELISSA MILLER, Program Administrator  
Child Care Licensing Program  
Community Care Licensing Division

**SUBJECT:** Reporting Requirements for Family Child Care Home Licensees

California law now requires Family Child Care Home licensees to report unusual incidents or injuries of children in care. You must report the incident or injury to the parent(s) or authorized representative(s) of the child in care and to the Department of Social Services. The incident or injury must be reported to the child's parent(s) as soon as possible after the incident or injury occurs.

Effective August 1, 2003, you must report any incident or injury (described below) to your local licensing office. Please use the enclosed form, Unusual Incident/Injury Report - Family Child Care Homes (LIC 624B), to report unusual incidents or injuries. You may report by telephone, fax, or electronic mail. The incident or injury must be reported during normal working hours (8:00 a.m. to 5:00 p.m.) no later than the end of the next business day following the incident. If you report the incident or injury by telephone, an LIC 624B must be submitted by mail, fax, or electronic mail, within seven (7) calendar days.

Unusual incidents or injuries that must be reported include but are not limited to the following:

- **Death of any child in care from any cause.**
- **Any incident or injury to a child in care that requires professional medical treatment.** This includes incidents that occur in the facility that at any time results in the child needing professional medical treatment.
- **Any suspected physical, sexual, or emotional abuse of any child.** As a mandated reporter, you are required to also report this information to local Law Enforcement or the local Child Protective Services agency.
- **Any act of violence occurring while children are in care.** For example, any physical altercation between adults or teenagers must be reported. Altercations between children resulting in an injury must be reported.
- **Any time any child in care is missing for any reason without the knowledge, permission, or supervision of the licensee.** For example: any child in care who wanders away from the Family Child Care Home, is lost during an outing, or does not return from school, must be reported.
- **Any unusual incident or injury that threatens the physical or emotional health or safety of any child in care.** For example: explosions, fires, epidemics, poisonings, or other catastrophes such as flooding, tornadoes, hurricanes, or car accidents that occur while children are in care, must be reported.

FAMILY CHILD CARE HOME LICENSEES  
Page Two

- **Explosions and fires** must also be reported to the local fire authority.
- **Outbreaks** involving two (2) or more children of any communicable disease must also be reported to the local health officer.

If you do not have a copy of the form LIC 624B to fill out, you must include the following information when you report an incident or injury:

- Facility name and license number.
- Child's full name, date of birth, sex, and date of admission to the family child care home.
- Child's primary language (English, Spanish, Chinese, etc.)
- Name and telephone number of the child's parent(s).
- Date and time when the incident or injury happened.
- Date the parent(s) or authorized representatives were notified.
- Description of the incident or injury, how it happened and name of child(ren) or adults that may have been involved. Include any steps taken to prevent the same type of injury from happening in the future.
- Name of the doctor who examined the child(ren), what the doctor said was the injury, and medical treatment, if any.
- Agencies notified, person(s) contacted, date(s) of the contacts, and the telephone or fax number(s) of the person(s) notified.
- Name and telephone number of person submitting the report.

You must keep a copy of the report in the child's file located at your facility. If you did not use a LIC 624B form, you must keep a copy of the information you provided to the local licensing office.

When you report unusual incidents or injuries that happen to any child in your care, the licensing analyst evaluates the report to determine if any follow-up is needed. The licensing analyst may investigate the incident or injury to ensure the physical or emotional health and safety of children in care.

If your local licensing office receives a complaint about an incident or injury that occurred in your home that you did not report, you will receive a citation for not reporting the incident.

Thank you for your cooperation with this new reporting requirement. You may obtain the LIC 624B form by visiting our website at <http://www.cclld.ca.gov> or you can make several copies of the attached form to keep on hand. If you have any questions regarding the new reporting requirements, please contact your local licensing office.

Enclosure